

# CITY OF UPLAND

## Athletic Facilities Policy & Procedures



City of Upland  
Recreation and Community Services  
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## **TABLE OF CONTENTS:**

Purpose of Policy .....	2
Definitions.....	2
Priority Group Classifications.....	3
Group 2 Criteria .....	4
Group 2 Paperwork Required .....	5
Allocation Period .....	6
Application Process .....	6
Athletic Facilities Allocation Process .....	7
Athletic Facilities Usage Agreement .....	7
User Fee Schedule.....	8
Changes And Cancelations .....	9
Indemnity And Insurance Requirements .....	10
Special Event Permits .....	11
Three Strikes Policy .....	11
Field Closures .....	12
Reservable Facilities .....	13

## **APPENDIX:**

APPENDIX A, Athletic Facilities Use Rules & Regulations  
APPENDIX B, Application Check List  
APPENDIX C, User Group/Organization Fact Sheet  
APPENDIX D, Athletic Facilities Use Request Form

## **PURPOSE OF POLICY:**

The City of Upland has experienced tremendous growth in sports, including new athletic organizations and emerging sports. This growth is anticipated to continue. The increased demand for the use of City amenities makes it necessary to establish an equitable and fair method for allocating field use among present and future sports organizations. The policy set forth in this handbook will outline the allocation and rental policies for the permitted use of sports fields in the City.

This policy has been established to ensure that the fields are used for recreational, educational, and community service functions that meet the needs of the community, as well as to set clear policies, procedures, regulations, and rental rates for such uses. Furthermore, to ensure that the needs of community-based organizations and groups are being met, the criteria for establishing priorities for field use and the permitting process are outlined in this manual.

## **DEFINITIONS:**

**Organization/User Group:** An organized entity or group that has been established to provide recreation or competitive sports programs, activities, practices or games for youth and/or adult participants.

**UYNP:** Upland-based Resident Youth Non-Profit Organization.

**League:** A youth non-profit organization consisting of at least four (4) teams. The league must have multiple teams in same age bracket.

**New User:** This is an organization which has not requested field use and/or been permitted fields in the twelve-month period preceding its submission of an Athletic Facility Use Request Form. New users must adhere to the deadlines established herein in order to be eligible for field allocations. An organization, which changes its name but otherwise remains the same, shall not be considered a “new user.” Splinter, spin-off or subsidiary organizations will be considered “new users” if they have less than fifty percent of the original organization’s participants.

A current organization that merges with another current organization shall not be considered a “new user,” provided the presidents of both merging organizations sign the allocation request form for the season in which the allocation is to take effect. New divisions of current organizations must indicate such on their Athletic Facility Use Request Form. Upland Recreation and Community Services staff will dictate the maximum amount of teams or participants for all new users. Leagues anticipating a split to form a new league or individuals planning to organize a new sports program, must notify the City six (6) months prior to the estimated starting date. This will provide the time necessary to study the impact of a new program on existing fields.

**Primary User:** This is an Upland Recreation and Community Services qualified Group 1 or 2.A/2.B organization and as such, has first priority for field use during the season in which they

are classified as a primary user.

**Secondary User:** This is an Upland Recreation and Community Services qualified Group 3 & 4 organization. A Group 2.A/2.B user may also be considered a secondary user if they are requesting field space in a season other than that in which they are designated as a primary user for the season. A secondary user may obtain field use allocations only if: a) a field is not used by a primary user; and, b) all primary users have received all field time requested and there is unused field time not allocated to primary users.

**Resident:** In determining 75% residency, any participant that lives in Upland, or attends a school in Upland, will be considered an Upland resident for priority status evaluation and allocation of athletic facilities. For the purpose of this document, “resident” shall be defined as an individual living within the incorporated boundaries of the City of Upland or who attends a school in the City of Upland. UYNP groups must have 75% or more of the participants living within the incorporated area of the City of Upland or attending school in Upland to receive priority field consideration and a discounted rate for applicable fees.

**Non-Resident:** For the purpose of this document, “non-resident” shall be defined as any individual living outside the incorporated boundaries of the City of Upland. Non-resident groups having less than 75% of the participants per team living within the incorporated area of the City of Upland shall be classified as “non-resident”. An organization or company located outside the incorporated boundaries of the City of Upland shall be classified as “non-resident”. Participants unable to furnish proof of residency shall be classified as “non-resident”.

**Participant:** In a youth league, “participant” shall include only those players up to and including seventeen (17) years old that are fully registered with a user organization. In an adult league, “participant” shall include only those players eighteen (18) years of age or older.

**Recreational League:** In a recreational league, rules require that everyone must play. Registration is open to everyone.

**Competitive League:** In a competitive league, there is no minimum play rule, and they have a selective registration process.

**Field:** Any open space located at a park that may be utilized for athletic purposes.

**Code of Conduct:** Approved classification Group 2.A/2.B organizations must file a City approved Code of Conduct for participants, parents, and coaches with the Upland Recreation and Community Services, as part of their permit requirements and application process. The Code of Conduct will outline the principles of sportsmanship, fair play and other ethical issues that relate to team sports.

## **PRIORITY GROUP CLASSIFICATIONS:**

Priority use of fields will be allocated as follows:

### **GROUP 1:**

- City-sponsored or co-sponsored events.
- Upland Unified School District.
- Organizations having a current Joint-Use Agreement with the City.

### **GROUP 2.A:**

- Non-profit youth organizations comprised of at least 75% overall Upland residents conducting activities open to the general public and offered to **all youth** in the community (recreational leagues).
- Organization must submit team rosters to verify GROUP 2.A eligibility and meet other criteria outlined in this policy prior to scheduled use.

### **GROUP 2.B:**

- Non-profit youth organizations comprised of at least 75% overall Upland residents conducting activities open to the general public and offered to **all youth** in the community (recreational leagues).
- Does not charge participants ANY fees to play in their league.
- Organization must submit team rosters to verify GROUP 2.B eligibility and meet other criteria outlined in this policy prior to scheduled use.

### **GROUP 3:**

- Upland based non-profit youth organizations comprised of less than 75% but at least 1% overall Upland residents holding activities not offered to all youth in the community with closed or invitation only sign-ups, who accept participants on their ability to play.
- Priority scheduling will be based on actual percentage of Upland residents playing in league. Must provide proof of residency (Example: utility bill) and complete team rosters including participant's name, address, city, zip code and phone number.

### **GROUP 4:**

- Private reservations, for-profit reservations, and non-residential organizations. Priority scheduling may be based on timely submission of documents, residency, youth or adult programming, and/or longevity.

## **GROUP 2 CRITERIA:**

To qualify as an Upland Youth Non-Profit Organization (UYNP) - Group 2:

- Organization must have a Charter.
- Organization must have a Board of Directors.
- Organization must have a current Determination Letter of Exempt Status, U.S. Treasury 501c3 or certify affiliation with a national non-profit organization.
- Organization must have an active Determination Letter of Exempt Status, State Franchise

Tax Board.

- Organization must have Articles of Incorporation and/or Bylaws. Must have an affiliation with a national governing body. The national body must have governance over the association.
- Organization must coordinate league within City limits, schedule games based on registration for play in Upland, and maintain a 75% overall residency of participants.
- Registration must be open to any Upland resident and not based on skill level. Every player must play.
- Organization must submit game schedules prior to the start of season.
- Organization must be managed by volunteers.
- Organization must uphold parents, coaches and participants to an approved “Code of Conduct,” as initiated in their Bylaws and rules and regulations. NOTE: Failure to submit and uphold all members of an organization to an approved “Code of Conduct” may result in an organization’s forfeiture of all field allocations.
- Organization must conduct all sport related activity on issued field space and within time allocated based on permits.
- Rosters with proof of residency may be required and subject to request of Upland Recreation and Community Services.

## **GROUP 2 PAPERWORK REQUIRED:**

A complete UYNP Athletic Facility Use Request Form and filing packet, consisting of:

- User Group/Organization Fact Sheet
- Articles of Incorporation and/or Bylaws
- Valid Certificate of Insurance and Endorsements
- Valid Determination Letter of Exempt Status, U.S. Treasury
- Valid Determination Letter of Exempt Status, State Franchise Tax Board
- Signed Athletic Facilities Usage Agreement
- Sample Code of Conduct
- Master Calendar of Events (Ex: Opening Day)

An Athletic Facility Use Request Form and required paperwork must be received on or before December 15 for spring/summer sports and by July 15 for fall/winter sports. Final rosters and master schedule must be submitted by January 15 for spring/summer sports and by August 15 for fall/winter sports. It is the responsibility of the UYNP to provide accurate dates, including holidays.

\* Complete team rosters including participant’s name, address, city, zip code, and phone number may be required. Included with the rosters should be a utility bill for each individual participant. Examples: gas, electric, phone, cable, and/or water bill. Not accepted: school I.D., driver’s licenses or birth certificates. The City of Upland reserves the right to audit or verify any information submitted on rosters at any time to verify participation or residency. Incomplete rosters or rosters with less than the age division or minimum player rule per team will not be accepted.



Failure to submit the above-mentioned information by the specified deadlines may result in loss of priority status and possible loss of some or all requested fields.

### **GROUP 3 & 4 PAPERWORK REQUIRED:**

A complete Athletic Facility Use Request Form and filing packet, consisting of:

- Valid Certificate of Insurance and Endorsements

Fields available on a first come basis, based on availability after Group 2 has been allocated.

Occasional or one time only user requests must be submitted on appropriate forms seven (7) days prior to requested facility use date. Late notice requests may be accepted and approved based on availability and processing of documents.

### **LEAGUE ALLOCATION PERIOD:**

#### **SPRING/SUMMER:**

January 1<sup>st</sup>-July 31<sup>st</sup>

UYNP Baseball and Softball Organizations

UYNP Soccer Organizations

UYNP Football Organizations

#### **FALL/WINTER:**

August 1<sup>st</sup>-December 31<sup>st</sup>

UYNP Baseball and Softball Organizations

UYNP Soccer Organizations

### **APPLICATION PROCESS:**

The allocation process begins with the annual Athletic Facility Allocation Meeting. Typically held in November and May, this is where current primary users discuss policies, procedures, residency requirements, field application, permits, rentals, list of required documents and other pre-requisites. Organizations who do not send a representative may lose their priority rating for scheduled use of facilities.

Athletic Facility Use Request Forms to reserve the use of athletic fields are made through the Upland Recreation and Community Services. Priority will be given to qualified groups submitting an application prior to the deadline. Applications must be submitted a minimum of thirty (30) days prior to intended use.

All applications are subject to review by the Upland Recreation and Community Services and may

be rejected based on date submitted, field availability and/or outstanding balance due on account.

Upon approval, applicant is financially responsible for any charges/fees applicable for use of facility. Fees must be paid in full a minimum of thirty (30) days prior to field rental date. User group may adjust permit to increase usage but are not permitted to reduce use.

Upland Recreation and Community Services reserves the right to cancel Athletic Facility Use Permits without notice due to unforeseen circumstances and/or renovation schedules.

Each UYNP organization filing an Athletic Facility Use Request Form will be required to submit all documentation to Upland Recreation and Community Services no later than thirty (30) days prior to start of season. Failure to submit the required documentation by the specified deadlines may result in the following penalties: 1. New users may be denied all use for the upcoming allocation period. 2. Returning users may not receive some or any fields requested.

## **FIELD ALLOCATION PROCESS:**

Allocations will not be finalized until all required documentation has been submitted.

- Permits are created based on the following criteria: season, sport, number of teams per organization, group classification, age division and league seniority.
- User group meetings are scheduled to review allocated field space with all assigned users on each field to resolve any schedule conflicts.
- Permits and user agreements are emailed to the User Group.
- Permits will not be issued by the Upland Recreation and Community Services until all conditions are met and all necessary documentation has been completed and received by the Upland Recreation and Community Services.
- The City has the final say in which field(s) an organization is assigned. Priority does not guarantee that your organization will receive all the fields or times requested. Every attempt will be made to meet schedule requests. However, youth organizations should not assume field availability for new/or expanding programs.
- All conflicts will be resolved according to priority of usage.

## **TOURNAMENTS:**

- All UYNP, resident, and non-resident youth organizations conducting tournaments must pay applicable fees determined by the City of Upland's User Fee Schedule.
- Any UYNP conducting non-league or charter-sanctioned games, practices, tournaments, or sport related activities must pay applicable fees determined by the City of Upland's User Fee Schedule.
- The User Group is responsible for cleaning facility following the event. Under the permit, the User Group assumes financial responsibility for any damages, and/or field repairs due to the misuse associated with the use of facilities.



## **ATHLETIC FACILITIES USAGE AGREEMENT:**

All Group Users will be required to sign an Athletic Facilities Usage Agreement annually. The Agreement spells out specific usage requirements including, insurance requirements, maintenance responsibilities, and City contact information.

## **GROUPS 3 & 4 SPORTS FIELD DEPOSIT:**

All Competitive Sports Leagues will be required to pay a \$500 refundable deposit. Provided there is no violation of the Athletic Facility Policy & Procedures Manual, rental hours are not exceeded, excessive cleaning is required, or damage to the facility, deposits made by cash or check will be mailed to the responsible person within 4 to 6 weeks after the completion of use of City fields. Deposits made by credit card will be refunded within 1 week after the completion of use of City fields.

## **USER GROUPS FEE SCHEDULE:**

The City charges fees to offset public expenses to operate, maintain, supervise and administer the use of park and athletic facilities. Fees for use of athletic facilities shall be in accordance with current Schedule of Fees, set by resolution and approved by City Council. The Group 2 User fees shall be a set percentage of the fees applied to non-Upland resident teams. Proof of Upland Residency will be in accordance to terms set in the Field Use Agreement signed by the non-profit organization and the City of Upland.

Groups 3 & 4 Users will be charged fees to offset public expenses to operate, maintain, supervise, and administer the use of park and athletic facilities. Fees for use of athletic facilities and lights shall be in accordance with current Schedule of Fees, set by resolution and approved by City Council. All fees are subject to change.

### **Group 2.A/2.B Sports Field Fees – Per Hour : 75% Upland Resident Teams**

Group 2.A Users will pay \$3 per hour for use of fields.

Group 2.B Users will not pay for hourly field use but will pay for hourly light usage as applicable.

### **Group 2 Sports Field Light Fees – Per Field/Per Hour**

Softball & Little League Fields	\$4.00
Cabrillo Soccer Complex – North	\$2.75
Cabrillo Soccer Complex – South	\$5.00

### **Groups 3 & 4 Sports Field Fees – Per Hour/Per Field:**

Youth Group Field Use	\$15
Adult Group Field Use	\$30

**Groups 3 & 4 Sports Field Light Fees – Per Hour/Per Field:**

Cabrillo Park Soccer Complex	\$25
Memorial Park Baseball Fields	\$20
Softball and Little League Fields	\$20

**Other Fees:**

Maintenance Fee (Per Field)	\$15 per hour
Maintenance Worker	\$65 per hour
Park Monitor	\$45 per hour
Key Deposit (Refundable)	\$100
Competitive League Sports Field Usage Deposit (Refundable)	\$500
Cancellation Fee:	\$100

**PAYMENT:**

All user groups will pay fees per the Master Fee Schedule.

User Group 2.A/2.B will be required to make payment in full within (30) thirty days of receipt of invoice.

User Group 3 & 4 will be financially responsible for any charges/fees applicable for use of facility. Fees must be paid in full a minimum of thirty (30) days prior to field rental date. User Group may adjust permit to increase usage but are not permitted to reduce use without notification of at least (3) business days in advance.

Outstanding balances may not be carried over into the next allocation period. Payments may be made to Upland Recreation and Community Services.

Failure to pay the outstanding balance on or before the end of the allocation period will result in the group forfeiting priority on traditional fields and non-issuance of permits for upcoming allocation periods.

**CHANGES & CANCELATIONS:**

Any UYNP organization that has been allocated space and does not intend to use it regularly, must notify the Upland Recreation and Community Services in writing at least two (2) weeks prior to their intent to release their allocation. Any applicable fees will be collected with less than two-weeks' notice. Released fields will be evaluated and re-allocated per the allocation guidelines. Any fields released by an organization will not be re-instated but may be requested for the following allocation period.

**Groups 3 & 4:**

- Cancellation and change notifications must be received at least three (3) business days prior to event. A partial refund or credit will be given for cancellations or changes made at least

three (3) business days prior to event. The applicant will forfeit all payments/deposits and will be held financially responsible for all outstanding fees associated with the permit for events cancelled within three (3) business days before an event.

- Please contact Upland Recreation and Community Services via telephone or e-mail to report your field cancellation, Monday through Thursday, 7:00 a.m. - 6:00 p.m. via phone at (909) 931-4288 or via email at [jcortez@uplandca.gov](mailto:jcortez@uplandca.gov). Cancellation notifications must be received by email or phone call. Text messages will not be accepted.
- Cancellations due to rain or inclement weather must be reported to the Upland Recreation and Community Services. Permits will be credited for weather-related cancellations.

### **EFFECTIVE USE OF FIELDS AND ACCOUNTABILITY:**

The User Group's President, board members, or designated representative as listed on the application shall remain on the premises for the entire duration of the reservation. Failure to observe this condition may be grounds for the immediate cancellation of the reservation.

User Group may not sublease, lend, share, or give away fields that have been reserved under their name. Any infractions found may result in immediate loss of field use. This may jeopardize future use of fields and leagues opportunities to submit future applications.

### **FIELD LIGHTS:**

- Most field lights are scheduled through the web-based application, [www.lightsonsites.com](http://www.lightsonsites.com).
- All User Groups will be required to create an account, with a credit card to be utilized for payment.
- Lights can be scheduled through Upland Recreation and Community Services without payment but are not able to be turned on without payment.
- It is the responsibility of the User Group to turn lights on and off accordingly.
- Organizations found with lights on and no activity on the field will be billed accordingly.

### **INDEMNITY AND INSURANCE REQUIREMENTS:**

- Without limiting its indemnification of the City, the User Group shall obtain, provide, and maintain, at its own expense during the term of the agreement, a policy or policies of liability insurance.
- The City of Upland requires User Groups to provide General Liability Insurance in the amount of \$1,000,000 per occurrence, \$2,000,000 general aggregate. The coverage shall include bodily injury, personal injury, and property injury.
- All User Groups must enter into a hold harmless agreement with the City which will, in part, indemnify City, its officers, employees and agents, from any liability arising from User Group's activity.

- The insurance coverage shall be primary insurance and/or primary source of recovery as respects to City, its elected officials, employees and volunteers with respect to all claims, losses, or liability.
- The insurance coverage shall include a Waiver of Subrogation endorsement in favor of the City, its Board, officers, agents, volunteers and employees or a blanket waiver of subrogation.
- The insurance coverage should include the following address: City of Upland, 460 N. Euclid Avenue, Upland, CA 91786.

### **SPECIAL EVENT PERMITS:**

- An activity in which an event is outside of the normal scope of the Organization's purpose may be required to obtain a Special Event Permit.
- All Special Event Permits must be requested at least (45) forty-five days in advance.

### **ATHLETIC FIELD LINING/MARKING:**

- The lining of natural grass fields shall be the responsibility of the primary user organizations (Group 1 and Group 2.A/2.B for only) and the layout of each field shall be agreed upon by the user organization and the City of Upland.
- Burning of lines and lining the fields with chalk is not permitted on any field.
- Upland Recreation and Community Services must approve fields needing to be lined outside of traditional dimensions.
- Any User Group failing to comply with the guidelines listed above shall pay for all damages to athletic facilities resulting in termination of use of athletic field.

### **THREE STRIKES POLICY:**

The purpose of this policy is to implement a systematic method of enforcing the City of Upland's Municipal Code and the Athletic Facilities Policy & Procedures Manual. Strikes issued should serve as a warning sign to potential issues that may immediately jeopardize all permits held by the organization. Upland Recreation and Community Services reserves the right to cancel or suspend approved for games, practices, and other usages based on user groups violation of the City Municipal Code or established Athletic Facilities Policy & Procedures Manual. Non-Adherence to City policy and City ordinances may result in the retention of a portion of or all of the deposit and/or result in the cancellation of current and/or future use.

The following are examples that may result in strikes being issued:

- Illegal use of fields without a permit.
- Illegal use of park space not designated for intended athletic sport related use.
- Vending on City premises without permit or written consent from Upland Recreation and

Community Services.

- Organizations found to be practicing or playing games prior to or outside of their permitted time and/or date.
- Organizations found to be practicing or playing games in locations other than those authorized by the City of Upland.
- Organizations found to be sub-letting or swapping field permits with any other organizations.
- Organizations found to be practicing or playing games on fields which have been previously closed due to inclement weather or any other purpose.
- Organizations failing to meet monthly financial obligations.
- Organizations conducting adult practice and/or games on fields allocated to youth.
- Organizations not utilizing permitted fields.
- Organizations utilizing athletic facility lights outside of reserved time frame.
- League representative disrespecting a field monitor or organization representative.

**Strike One:**

- Consists of documented activity in direct violation of the City Municipal Code or Athletic Facilities Policy. A letter will be written to the user group president and field allocation representative documenting the violation. The letter will be placed in the group's file. This may be appealed to the Upland Recreation and Community Services designee. Staff costs will be absorbed by the organization as stated by the City of Upland Schedule of Fees.

**Strike Two:**

- Occurs after a second documented violation within a current allocation period. The group will be informed in writing that a Community Services staff member will be assigned to their permitted activity at the respective park where the violation occurred. The staff member will monitor activity at the site and report any further violations to the City. This may be appealed to the Upland Recreation and Community Services designee. Staff costs will be absorbed by the organization as stated by the City of Upland Schedule of Fees.

**Strike Three:**

- The third documented violation within the current allocation period. All permits held by said organization/entity for the remainder of the allocation period and future allocation will be revoked. This may be appealed to the Upland Recreation and Community Services designee. Staff costs will be absorbed by the organization as stated by the City of Upland Schedule of Fees.

Notwithstanding the above, the City has the discretion to revoke the right to use any field or facility to any User Group immediately without following the three strikes procedure set forth above if the violation of state law, the Municipal Code, this policy or other policies, rules or regulations warrant such immediate revocation as determined by the City in its sole discretion.

## **FIELD CLOSURES:**

- The City of Upland reserves the right to suspend facility availability during periods of inclement weather, poor playing conditions, damage (which would cause hazardous safety considerations), and for necessary maintenance.
- When thunder is heard and lightening is seen during field use, User Group must suspend play and take shelter immediately. Once play has been suspended, User Group shall wait at least (30) thirty minutes after the last thunder is heard or lightning flash is witnessed prior to return to play.
- User Groups may reserve the right to cancel practices or games if they feel that the fields are unplayable due to weather conditions. User Groups are required to make every effort to contact Upland Recreation and Community Services staff to report the cancelation. Lights may be canceled, and fees may be adjusted.

## **RESERVABLE FIELDS:**

<b>Cabrillo Soccer Fields</b> Fields 1-6	11 <sup>th</sup> Street Between Mountain Avenue & Benson Avenue
<b>Citrus Park</b> Major & Minor	8 <sup>th</sup> Street between Mountain Avenue & Benson Avenue
<b>Greenbelt Park</b> North, South, West	15 <sup>th</sup> Street between Mountain Avenue & Benson Avenue
<b>Memorial Park</b> North, South, Rotary	Foothill Boulevard between Grove Avenue & Campus Avenue
<b>San Antonio Park</b> Major & Minor	24 <sup>th</sup> Street and Mountain Avenue
<b>Sierra Vista Park</b> North & East*	15 <sup>th</sup> Street & 2 <sup>nd</sup> Avenue

\*Lights unavailable

- Use of facilities will be limited to weekdays, 2:00 p.m.-10:00 p.m. and Saturdays & Sundays, 8:00 a.m.-10:00 p.m.
- Permits may be extended on a conditional use agreement.
- Park curfew is 10:00 p.m.-7:00 a.m.
- Sports fields may be closed from time to time for maintenance and may be closed on all major holidays.
- Permits may be obtained on a rental basis or conditional use agreement.
- Groups failing to comply with scheduled field closures may have permits revoked.